

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Stacy Boca Eleny  
Name of Applicant Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

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## EMPLOYMENT INTERVIEW ANALYSIS

Blair Lawrence  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

\_\_\_\_\_  
Dates of any Previous Interview

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Date of this Interview

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\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 42<br>45      |

- just completed spec. ed. position. - feels he is ready for a classroom.
- 1. curriculum needs to be designed to meet the needs centers - adaptations, cooperative learning situation.
- 2. Newsletter every week - open house on his own,
- 3. Preventative discipline, consistent fair, token system. have students take responsibility, positive rather than negative.
- 4. assesses self as well as students, variety
- 5.
- 6. - Try to get him to calm down yet stay strong on the matter.
- No problem w/ criticism grow from it.

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Blair Lawrence \_\_\_\_\_  
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| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 3             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
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| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest..   | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
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| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

Spec. Ad. Cert. - Long term G.B.  
Writing newsletter - My own open house

Self-assessment

40  
45

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*Blair Lawrence*

Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
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| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
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| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
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| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 39<br>45      |

Spec. ed. cert.  
E.S. permanent rule

1. curric designed to individual/centers cooperative learning
2. newsletter / open houses / take home books.
3. use standards / integrate into every lesson.
4. prevostone - lay out ground rules, be fair, take sys.  
positive reinforcement.
- 5.
6. diffuse, stay strong as the parent  
no problem w/ criticism - alot to learn  
ask why - I'm young

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Name of Applicant Blair Lawrence Position Applied for Elem + Spec. Ed.

| TRAITS   | 1<br>UNSATISFACTORY  | 2<br>SOME DEFICIENCIES EVIDENT   | 3<br>SATISFACTORY  | 4<br>EXCEPTIONAL  | 5<br>CLEARLY OUTSTANDING  | INSERT RATING |
|--|--|--|--|---|---|---------------|
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
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| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

- Diverse experiences*
1. well planned, centers, cooperative lrg.
  2. Newsletter weekly, open houses on own. Take home books
  3. SL. in. in used in every lesson. Cooperative lrg.
  4. Preventative discipline, established, fair, discuss w/ students. Token rewards - student involved.
  5. Stay calm. Calm them down, get pt. of view
- Pos. reinforcement  
- Crit to learn  
- NO ask wh

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|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
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| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
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|  |  |  |  |   |   | 39<br>45      |

note: Educator grad edu/early childhood 2 1/2 yrs exp.  
 just finished spec ed certification - st. taught at Ed Capelo.  
 1 1/2 months at ES @ EE  
 next step to own classroom.

- 1) Curr. designed to meet ind. needs - planned + organized -  
 Centers - Cooperative learning
  - 2) Weekly newsletter - open houses - avail for contact  
 + daily assignment books
  - 3) use standards <sup>from these 4</sup> for every lesson -  
 C. L. + center
  - 4) preventative - ground rules - fair + consistent  
 discuss w/ students  
 ES taken system scale 1-5 - behavior + free hci  
 Positive reinforcement.
  - 5) assess all time beg - end cycle -  
 plan your next lesson  
 variety - not just paper/pencil rubric /  
 song
  6. - get parent to calm down - stay strong but not just  
 give in to parent.  
 - no problem - let I need to learn  
 - ask why - make sense after explanation  
 limited experience
-

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
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| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 5             |
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|  |  |  |  |   |   | 4.2           |
|  |  |  |  |   |   | 45            |

ES long term sub

1. be planned and organized  
centers meet indiv.  
cooperative learning to foster dev.
2. wkly newsletter  
open house on own  
signed assignments
3. used in every lesson
4. Preventive discipline  
ground rules, consistent, fair  
taken - self assess  
positive reinforcement
5. self assessment  
continuous cycle  
variety - p/pn, perf. use rubric
6. • calm discussion  
stay strong  
• willing to learn  
• makes sense

# EMPLOYMENT INTERVIEW ANALYSIS

Applicant's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Interviewer Heller

Dates of any Previous Interview \_\_\_\_\_

Date of this Interview 12-19-02

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Blair-Lawrence  
Name of Applicant

Elem  
Position Applied for

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| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

41

- East End - long term -
- Ed Cappello -
- Short Answers -
- Parental Involvement newsletter - Log
- Positive Reinforcement not negative reinforcement -
- Vanity of Assessment -

=

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Stephanie Hughes*  
 Name of Applicant \_\_\_\_\_ Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

*Completed by -  
 Leticia*

42

45

# EMPLOYMENT INTERVIEW ANALYSIS

Stephanie Hughes  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

Dates of any Previous Interview      Date of this Interview

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 5             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 45            |

- Claim - dual major -

1. different learning groups. - the

2. write a letter of intro to school out with from  
she get go. Communicated w/ parents each night. (act)  
not afraid to talk w/ parents.

3.

4. Learning attitude very important - then to help w/  
behavior.

5.

6. A.

B.

C.

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Stephanie Hughes*  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |

ES. / Autistic  
3rd gr

1. Learning Center / Computer / Learning Groups
2. letter to parents, journal, daily report, as needed, welcome
3. integrate all areas
4. greeting students is important token economy, consequences
5. informal/formal assess. assess (on going)
6. listen to parent first  
open for opinions/criticism  
you listen to them

## EMPLOYMENT INTERVIEW ANALYSIS

|  |  |
|--|--|
| Applicant's Address                    |  |
| Telephone Number                       |  |
| Name of Interviewer <u>Kurt Meader</u> |  |
| Dates of any Previous Interview        | Date of this Interview <u>12-19-02</u> |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Stephanie Hughes Position Applied for Elem / Special Ed

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

St. tot. 3rd grade + autistic

2. Write letters to parents

3. General grasp of negotiating

4. Positive rapport + atmosphere  
Token system.

5.

6. Listen first. If needed, involve

Improve than  
criticism  
Respect NO - Listen

42

45

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Applicant's Address             |                                     |
| Telephone Number                |                                     |
| Name of Interviewer <i>AK</i>   |                                     |
| Dates of any Previous Interview | Date of this Interview <i>12/19</i> |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Stephanie Hughes*  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 44            |
|  |  |  |  |   |   | 45            |

Intro NH/MASH 98 - always liked to work at head -

Outst st. teacher

Clear and mgn elem + sped.

st. t. gd 2 Dubois  
LSS K-6

ES 8+9

K-3 autistic

43 Pleasantville

good indicate wide perspective of all types of km

- 1) learn centers - independent guess - progress -  
small gp w/ teacher -
- 2) letter to intro self - daily comm w/ autistic parents -
- 3)
- 4) prs feely wally into class  
taken remedy - consequences
- 5) formal → needs  
assess throughout unit - not just Chap Test
- 6.) listen to parent - if needed involve principal  
criticism w/ in-give me  
situation - prs runs school - call to resolve  
conflict

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| S. Good                         |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |
|                                 | 12-19-02               |

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Stephanie Hughes

Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 5             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 40            |
|  |  |  |  |   |   | 45            |

dual major in ee / sp ed

field { gr 2  
life skills K-6  
emotion support K-8

st. tch. { gr. 3  
K-3 autistic

1. learning centers
2. letter to parents to intro. self  
nightly communication - rec. need for autistic
3. gave example of lessons - using powerpt?
4. positive feeling  
token / consequences
5. weak answer on assess.  
Sp. Ed assess. imp
6. • listen  
• imp. tchg.  
• resolve conflict in anyway

nervous laugh

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Name of Applicant Steph Hughes Position Applied for ETem

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 41            |
|  |  |  |  |   |   | 45            |

- grad. of Meadville Elem/spec. ed. -
- 2nd grade - Life Skills, =
- 3rd grade - Artivism =

- Stephanie Hughes
- Erin Bourquin
- Amber Nolan
- 157 - Nikki Gleason
- Robert Bazlak
- Jennifer Tworek

6 Student Teachers  
 No way Carolyn Beers  
David Stearns  
 CD, DS, R.W., M.W. Rowena Wagner  
Mark Weathers  
K. Jamison

A McElwain  
 A. Fowlk  
 A. Szalewicz  
 S. Boca  
 B. Lawrence  
 C. Dupont  
~~K. Jamison~~

# EMPLOYMENT INTERVIEW ANALYSIS

\_\_\_\_\_  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

\_\_\_\_\_  
Dates of any Previous Interview

\_\_\_\_\_  
Date of this Interview

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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*Elin Bourquin*  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 3             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 3             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 3             |

32  
45

worked retail in California / supervised staff

1. Balanced literacy (limit) give individ attention.  
fluency. Guided reading worked great, running record
2. volunteer - home - school connection
3. Balanced literacy approach - Joseph organizer
4. posted rules of consequence - progressive
5. at all levels / at all times - authentic - paper pencil
6. listen to facts / gather info /

## EMPLOYMENT INTERVIEW ANALYSIS

Erin Bourquin  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

\_\_\_\_\_  
Dates of any Previous Interview

\_\_\_\_\_  
Date of this Interview

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 37            |
|  |  |  |  |   |   | 45            |

- began in medical field - customer service,
- 1. Proponent of balanced library
- 2.
- 3. All should be incorporated into everything!
- 4. Management is preventative. Rules, notes w/  
can sequences. - Did not mention part as  
part of plan - Do not vary from the  
plan.
- 5.
- 6. - Look to facts.  
- understands chain of command.  
-  
only one to 'appreciate the chaos for the interviewee -  
Note great eye contact.

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Crin Baurquin*  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |

*Customer Service / Organized / Positive Personality  
Like Balanced Act.*

## EMPLOYMENT INTERVIEW ANALYSIS

|  |  |
|--|--|
| Applicant's Address                    |  |
| Telephone Number                       |  |
| Name of Interviewer <u>Kurt Meader</u> |  |
| Dates of any Previous Interview        | Date of this Interview <u>12-19-02</u> |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Erin Bourquin Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

Experience outside of ed.

1. Beh. Literacy, understanding of reading levels and guided reading.
2. Invite parents to come in.
3. Can read - Lab. Literacy.

4. Preventative thing - consequences - progressive.

5. Assessment at all levels. Informal - authentic

6. Listen to facts. Get all information

Crit - hierarchy understand why.

40

45

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Erin Burgis Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 38            |
|  |  |  |  |   |   | 45            |

Intro

Started in medical field - Science concentrate

retail management 4 1/2 yrs in Calif. Customer service  
personnel

organizational skills

personality + rapport

1. knew BC ; GR in field ; R.D. Comprehension

my idea to A-lab student on an level

2. Input move

3. incorporate in content - graphs organize  
Can't achieve in content if can't read

4. preventative - day 1  
rules w/ consequences  
pound away no rules  
large impact to program

5. at all level + times - comprehension  
observation - authentic  
+ Paper/pencil tests ; experiments

6. listen to facts - keep an eye on it + watch

that's the hierarchy - my boss  
want to know why - situational  
find middle ground  
Chain of command

No questions

thanks for interviewing me  
good people.

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |  |
|---------------------------------|--|
| Applicant's Address             |  |
| Telephone Number                |  |
| S. Good                         |  |
| Name of Interviewer 12-19-92    |  |
| Dates of any Previous Interview |  |
| Date of this Interview          |  |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Erin Bourquin

Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 38            |
|  |  |  |  |   |   | 45            |

Science ~~concentration~~  
 management experience - customer service  
 retail sales, organizational skills

1. Bal. lit. exposure with Jami  
 small group  
 mad minute idea - leveled by student  
 perf.
2. come in as volunteers  
 guided rdg with RR
3. specific info. graphic org. for S.S.
4. set classroom up right  
 stated rules posted with consequences.
5. at all times  
 observation - authentic?  
 p. pen test  
 task  
 what use it for?  
 look at prior knowledge
6. • listen to facts  
 will watch relationship if no factual eye-  
 witness  
 • boss is principal  
 take in stride - react accordingly  
 • want to know why - look for middle ground

## EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| 12-19-02                        |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Erin Boarquin Name of Applicant ELCM Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 3             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |

37

- Balanced Literacy =  
= Running Records =

- Says a lot about little -

---

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Carolyn Beers  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 3             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |

Early Child / Sp Ed.

written for assessments  
not big on standardized testing

Listen first  
Learn from criticism  
Be a good authority

39  
45

# EMPLOYMENT INTERVIEW ANALYSIS

Carolyn Beers  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

Dates of any Previous Interview      Date of this Interview

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 3             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 3             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 3             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 3             |
|  |  |  |  |   |   | 31            |
|  |  |  |  |   |   | 45            |

- Early childhood/Special Ed. - began in Radiology  
Stud. thing @ Cambridge Elem. Sargent - 7th Grade in  
on & on & on & on .....  
1. would like to spend much time on manipulating
- 2. Collaboration between all very important!
- 3. integrate all in all subjects recognized the  
need for modification & adaptation.
- 4. allow students to help make classroom rules.  
use behavior mod plan if needed.

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Carolyn Blum*  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 3             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 3             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 3             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 3             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 3             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 3             |

Early childhood / Spe. Ed. Art.  
not much reg. ed experience - likes one on one

- 1.
2. Collaboration - send home letter / phone calls / volunteers
3. different modes of student learning styles
4. Classroom rules / w. students / behavior mod. the same
5. Oral / written assess. - standardized tests are frustrating for kids? need the scores but it is intimidating - whole group assess. teachers
6. Research get facts / listen / suggestions  
prefer to be criticized than to let it keep going  
depending on what is wrong - accept authority

## EMPLOYMENT INTERVIEW ANALYSIS

|   |   |
|---|---|
| Applicant's Address                       |   |
| Telephone Number                          |   |
| Name of Interviewer<br><u>Kurt Meader</u> |   |
| Dates of any Previous Interview           | Date of this Interview<br><u>12-19-02</u> |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Carolyn Brown Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

Early Childhood / Special Ed. Intend to go Elem. Ed, (4 Block) (Bal. Lit) (Reading)

1. Hand on  
2. Collaboration w/ parents - send Happy Grams.  
Write in  
3. ...

4. Rules - student driven.  
5. Assessment - various knots used  
6. Find facts - listen to pt. of view

Respect authority

40

45

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Carolyn Beers Brown Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 3             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 3             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 3             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 32            |
|  |  |  |  |   |   | 45            |

Intro

MASH 97

WE - Sta. & Co.  
Jimm - Radiology  
turn in ed - A

moved into ed - 2 yr Assoc.

got 4 yr early childhood | special ed

6 classes short of elem cert.

gone → major

Jimm requires 6 3rd protein

st taught  $\frac{Sg}{1} + \frac{CS}{5-6 CS}$ 

4 blocks - BL - ready mastery

at SD; parhi SS / math - 5 <sup>target</sup> scienceg3.  
Hazy Hazy  
4 blocks

also subbed @ ES

① more involved w/ special ed -  
likes small groups + 1 on 1 -① know ready levels - whole grp - sentence - sm grp.  
manipulatives

② key to success; to communicate; happy face

③ outlast to see subjects - ready in all;  
speaking - presentation; shy kids④ Classroom rules - involve students in making them -  
beh. mod plan.⑤ many kids - written + oral recall  
Std tests are frustrating for student + teacher  
but scores are needed.

⑥ Resound first - be listener 1st

- prefer to be told a better way to do it

- authority w/ Mason behind it - Change 1st &amp; 2nd

# EMPLOYMENT INTERVIEW ANALYSIS

Applicant's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

S. Good

Name of Interviewer \_\_\_\_\_

12-19-02

Dates of any Previous Interview \_\_\_\_\_

Date of this Interview \_\_\_\_\_

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Carolyn Beers

Name of Applicant \_\_\_\_\_

Position Applied for \_\_\_\_\_

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 3             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 2             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 3             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 4             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 3             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 4             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 3             |
|  |  |  |  |   |   | 30            |
|  |  |  |  |   |   | 45            |

Early Childhood /Sp. Ed

K-3

Limited exp in reg ed

Gannon

4 - 3 wk field prac.

St. Ychr Gr. 5 & 6 HS

gr 3 - used 4 blocks

Sec. Dist. - Bal. Lit.

First Dist. - Mastery Rdy

1. not as much experience with reg. ed. - only experience in small groups. Learning centers manipulatives, break-down large tasks
  2. collaboration between parents, tchrs, students  
obs, involvement, <sup>Key to success</sup>
  3. spoke about modifications - never discussed children doing anything but what wanted  
(not comfortable with speaking)
  4. behavior mod.  
write goals together
  5. many kinds - oral, written, projects (group)  
standardized tests are frustrating  
Student & tchr
- (limited expectations)  
intimidating
- 4. • listen, research
  - prefer told directly, used for imp.
  - accept authority & change idea

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

Name of Applicant Carolyn Beers Position Applied for Elem

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 4             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |

38

45

Meadville Grad =

Cannon = ~~Spec. Ed.~~ / Spec. Ed.  
Early child hood Ed.

6-3 wk Practicum -

St. Teach Saegertown / Cambridge

5<sup>th</sup>/6<sup>th</sup> Cambridge, 3rd grade

Reading =

2nd Dist,  $\approx \frac{1}{2}$  yr. exp., mastery list -

Does not answer question -

11/6

## EMPLOYMENT INTERVIEW ANALYSIS

247

|   |  |
|---|--|
| Applicant's Address                       |  |
| Telephone Number                          |  |
| Name of Interviewer<br><i>Kurt Meader</i> |  |
| Dates of any Previous Interview           | Date of this Interview<br><i>12-9-02</i> |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

*Amber Nolan*  
Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 43            |
|  |  |  |  |   |   | 45            |

1. Organized/prepared - no down time management. Volunteer outside school. Continued ed.
2. Student centered.
3. ~~Find~~ First parent firm of communication. Positive comm.

4. College assignment involving integration.

5. Actively engaged in task. Minimal verbal/plans.

Neutral w/ pass seek input. Ask 2.

# EMPLOYMENT INTERVIEW ANALYSIS

47

Amber Nolan  
Applicant's Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Name of Interviewer

Dates of any Previous Interview \_\_\_\_\_ Date of this Interview \_\_\_\_\_

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

It will be most effective if prepared immediately after the interview. This analysis may also be referred to during the interview as a reminder of basic areas to discuss with the applicant.

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 4             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |

43

45

organized + prepared -  
enthus + energetic -  
motivator fire person - stable

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| Name of Interviewer             |                        |
| Dates of any Previous Interview | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Arden Nolan  
Name of Applicant

Ed.  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 4             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 4             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 4             |
|  |  |  |  |   |   | 40            |
|  |  |  |  |   |   | 45            |

Enthusiasm — Involved in community activity  
— Activities

— Continue her Education

— Formation — Summative Assessment —

# EMPLOYMENT INTERVIEW ANALYSIS

Applicant's Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Name of Interviewer \_\_\_\_\_

Dates of any Previous Interview \_\_\_\_\_ Date of this Interview \_\_\_\_\_

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Amber Nolan

Name of Applicant

Position Applied for

1, 2, 3  
1, 5

open

per

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                   | Presented excellent appearance, maintained high level of behavior throughout interview. | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. | Displayed impressive poise under stress. Appears unusually confident and secure.        | 5             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. | 4             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 42            |
|  |  |  |  |   |   | 45            |

of organized + prepared - actively engaged students  
- energetic

Volunteers - WMI Vol Firedept  
Seaboard

Autism classes

Want to continue ed.

- ① student centered learning -  
understand objectives
- ② Survey parents for comm. needs at beg of yr  
Fallon + hays  
Call for good things too
3. integration class - science integration  
R.A - math prob - sci - hist
4. high expectations  
no need if students are actively engaged
5. daily assessment - observation - every subject  
my way to know objectives are met  
Mistif of assess.
6. Listen to pm

# EMPLOYMENT INTERVIEW ANALYSIS

|                                  |                        |
|----------------------------------|------------------------|
| Applicant's Address              |                        |
| Telephone Number                 |                        |
| J. KAPINS<br>Name of Interviewer |                        |
| Dates of any Previous Interview  | Date of this Interview |

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed.

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Amber Nolan  
Name of Applicant

Elementary  
Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.   | Thoroughly versed in job and very strong in associated areas. X                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for. X                            | More than adequate. Has some experience in related areas.                               | Totally experienced in job. Has strong experience in related areas.                       | 3 -           |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate. Good things X   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                              | Totally absorbed with job content. Conveys feeling only this job will do. X               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.   | Extremely motivated. Has very strong ambition to succeed. X                               | 5             |
| APPEARANCE AND HABITS                          | Very sloppy in appearance or unacceptable personal habits.                 | Dress or grooming less than satisfactory or some offensive personal habits.          | Properly dressed and groomed. Few poor personal habits.    | Very well dressed and groomed. No offensive habits.                                     | Presented excellent appearance, maintained high level of behavior throughout interview. X | 5             |
| POISE  | Appeared extremely distracted and confused; or unreasonably uneven temper. | Sufficient display of confusion or loss of temper to interfere with job performance. | Sufficient poise to perform job applied for.               | No loss of poise during interview. Inspires confidence in ability to handle pressure. X | Displayed impressive poise under stress. Appears unusually confident and secure.          | 4             |
| INSIGHT AND ALERTNESS                          | Did not understand many points or concepts.                                | Missed some concepts or ideas.   | Understood most new ideas and shares in discussion points. | Grasped all new points and concepts quickly.  | Extremely sharp. Understood subtle points and underlying motives. Quick grasp of ideas. X | 5             |
| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                  | Perfect for job. Generally outstanding personality as well. X                             | 5             |
|  |  |  |  |   |   | 37            |
|  |  |  |  |   |   | 45            |

STUDENT CENTERED LEARNING.

Class on integration -

High expectations - Don't allow down time.

- No verbal techniques.

- Token economy.

Assessment early - formative  
summative.

- only way a teacher  
can evaluate

#6 - open, honest, give prompt advice to,

- Like criticism (constructive)

- No - From a student not accepted.

No - From a professional

Done much work in The District

very well informed.

# EMPLOYMENT INTERVIEW ANALYSIS

|                                 |                        |
|---------------------------------|------------------------|
| Applicant's Address             |                        |
| Telephone Number                |                        |
| S. Good                         |                        |
| Name of Interviewer             |                        |
| 12-09-02                        |                        |
| Dates of any Previous Interview | Date of this Interview |

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Amber Nolan

Name of Applicant

Position Applied for

|  | 1  | 2  | 3  | 4   | 5   |               |
|--|--|--|--|---|---|---------------|
| TRAITS   | UNSATISFACTORY   | SOME DEFICIENCIES EVIDENT  | SATISFACTORY   | EXCEPTIONAL   | CLEARLY OUTSTANDING   | INSERT RATING |
| KNOWLEDGE OF SPECIFIC JOB & JOB RELATED TOPICS | No knowledge evident.  | Less than we would prefer.   | Meets our requirements for hirings.                        | Exceeds our expectations of Average candidates.                                       | Thoroughly versed in job and very strong in associated areas.                           | 5             |
| EXPERIENCE                                     | None for this job nor any related experience.                              | Would prefer more for this job.  | Adequate for job applied for.                              | More than adequate. Has some experience in related areas.                             | Totally experienced in job. Has strong experience in related areas.                     | 3             |
| COMMUNICATION ABILITY                          | Could not communicate. Will be severely impaired in most jobs.             | Some difficulties will detract from job performance.                                 | Sufficient for adequate job performance.                   | More than sufficient for job.   | Outstanding ability to communicate.   | 5             |
| INTEREST IN POSITION AND OUR ORGANIZATION      | Showed no interest.  | Some lack of interest.   | Appeared genuinely interested.                             | Very interested. Seems to prefer type of work applied for.                            | Totally absorbed with job content. Conveys feeling only this job will do.               | 5             |
| OVERALL MOTIVATION TO SUCCEED                  | None exhibited. No concern for personal future.                            | Not up to average level. Shows little desire to succeed.                             | Average desire to succeed.                                 | Highly motivated. Wants to succeed and advance.                                       | Extremely motivated. Has very strong ambition to succeed.                               | 5             |
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| PERSONALITY                                    | Not acceptable for job.  | Some deficiencies.   | Within satisfactory range for job.                         | Good personality for job. Some traits considered especially desirable.                | Perfect for job. Generally outstanding personality as well.                             | 5             |
|  |  |  |  |   |   | 43            |
|  |  |  |  |   |   | 45            |